

NAVSTANORVAINST 2110.5K  
N3

NAVSTA NORVA INSTRUCTION 2110.5K

Subj: MESSAGE DRAFTING AND RELEASING PROCEDURES

Ref: (a) NTP 3 (J)  
(b) SECNAVINST 5210.11D  
(c) SECNAVINST 5510.36  
(d) OPNAVINST 3100.6G

Encl: (1) Message Drafting Procedures

1. Purpose. To publish information for the proper drafting and releasing of naval messages.
2. Cancellation. NAVSTANORVAINST 2110.5J.
3. Background. Information contained in this directive covers the requirements for proper preparation of a naval message.
4. Policy. Messages are to be used only when other means of communications will not suffice. All messages should be drafted in accordance with instructions contained in references (a) through (d). Use of the General Administrative (GENADMIN) message text format for all non United States Message Text Format (USMTF) or other PRO FORMA messages is mandatory.
5. Action. All personnel involved in any phase of message drafting, releasing, or handling are to familiarize themselves with references (a) through (d).

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